

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

TO:

Mr. Payroll Branch, Fiscal Division, Comptroller's Office

FROM:

ALLOTMENT SYMBOL

Chief, Finance Division

2263-1040-1000

PAY PERIOD

ESTIMATED NUMBER

BEGINNING

ENDING

HOURS

EMPLOYEES

1 July 1961

8 July 1961

80
160

5

9 July 1961

22 July 1961

160

5

23 July 1961

5 Aug. 1961

160

5

JUSTIFICATION

INDICATE, CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Data)

25X1A2d2

Individuals from the Comptroller's Office are working on an overtime basis from Project [redacted], an "Eyes Only" project. If further information is needed, please contact [redacted] x8235.

25X1A9a

The subjects' regular salaries are paid from the Comptroller's allotment 2263-1040-1000. All overtime performed is to be charged to 2635-5000-8021, [redacted] allotment.

25X1A2d2

DATE

TYPED NAME AND SIGNATURE OF SUPERVISOR (if applicable)

Requested by

x8235

25X1A9a

CONCURRENCE (if applicable)

AUTHORIZATION

TYPED NAME AND SIGNATURE OF DIVISION CHIEF

TYPED NAME AND SIGNATURE OF AUTHORIZING OFFICIAL

25X1A9a

C/Finance Division

E. R. SAUNDERS

DATE CONCURRED

DATE AUTHORIZED

26 June 1961